

## Easy Pay Enhancement

PERSI is pleased to announce an enhancement to our “Easy Pay” electronic payment system for all PERSI contributions. This new web-based system allows you to enter and transmit payment transactions on-line. It is called “iTelecash” and is another access method to Easy Pay, our current telephone payment method. As with the phone system, there is no charge for you to use this service.

One advantage of the web-based payment system is the import function. With this option you can set up the location numbers and pins for both the Base and Choice plans and save the set up in Excel as a CSV file. Then on each pay period reporting cycle, all you need to do is enter the new dollar amounts, effective date and pay period end date. After logging into iTelecash, you chose the import button and select your CSV file. This option is also useful if you pay PERSI from several sub-accounts but the funds come from the same bank account. You can break down your payments into multiple lines for your recordkeeping purposes, save the set up and reuse it each pay period.

If you currently use -Easy Pay- (or if you have completed the application process, but have not yet used Easy Pay) you can begin using iTelecash immediately with your current location and pin numbers. The web address is [www.enternetbank.com/mps/](http://www.enternetbank.com/mps/). You will be prompted to enter a User ID of **15686** and use the password **PERSI3**. Screen prints that take you through the entire process are enclosed. The company number is still **2238**. You will be assigned location numbers and PINs if you don’t already have them (see the signup process below). You will now have the ability to use either the web-based or telephone method.

If you have not yet signed up for Easy Pay but wish to, you will need to complete the sign up form (also included in this information package) and return it to PERSI. A separate sign up sheet must be completed for each PERSI employer number. (For example, if a city also reports its fire department under a separate PERSI employer number, you will need separate sign up forms and location numbers for the city and fire department.)

Easy Pay, whether via the phone or iTelecash only affects the method of transmitting funds to PERSI and can be used with any method of transmitting payroll data to PERSI.

Please read through the enclosed information including Screen Prints for the iTelecash system, the touch tone phone system and the Sign Up form.

If you have any questions contact: Cecile McMonigle [cmcmonig@persi.state.id.us](mailto:cmcmonig@persi.state.id.us) 334-2451 ext. 272 or Tess Myers [tmyers@persi.state.id.us](mailto:tmyers@persi.state.id.us) 334-2451 ext. 235.

To sign up, complete the form and send it along with a voided check to the attention of Tess Myers, PERSI, 607 North 8<sup>th</sup> Street, Boise, Idaho 83702.

Location Maintenance (MP50)
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Location PIN Mailing Address (MP52) – Note: Maximum of 30 characters for Attention and Address Lines.

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

## Location PIN Contact Maintenance (MP56)

07/12/2001

## **EASY PAY** ACH “Masterfile Payment System” SETUP FORM INSTRUCTIONS

Complete items shaded gray on the form.

Check the **ADD** box for your initial setup.

**Base Plan and Choice Plan Location Numbers** leave blank. They will be assigned by PERSI.

**Location Name** – This is your employer name, limited to 30 characters.

**Transit Routing** – This is the 10 digit number which is assigned to your Bank by the Federal Reserve.

**Account Number** – The business account number to which the debit is going to be drawn on.

**Max/Transaction** – This is an optional field:

Yes = You would like to set a maximum dollar amount per transaction that can be reported. If there is a transaction reported which exceeds this amount, a response will indicate that the transaction amount is larger than the maximum dollar amount set. However, this is just a message and the transaction can be forced. This field does not prohibit amounts exceeding this limit to be rejected.

No = You would not like to set a maximum dollar amount which can be reported.

**Maximum Dollar Amount** – Complete only if you wish a maximum dollar amount per transaction.

**Location PIN Address** - This is the name and address of the individual who will receive the Personal Identification Number (PIN), which will be utilized to report transactions.

**Pin Contact Matrix** – This is the name and phone number of the individual who Mellon can contact for PIN information, if necessary.

**Authorized by** – Please sign and date this form and return it with a voided check to:

PERSI  
Attn: ACH Setup  
607 North 8<sup>th</sup> Street  
Boise, Idaho 83702